

# **BANA Teleconference**

February 3, 2014

11:00 a.m.-12:30 p.m. Eastern

MINUTES (Approved)

## **Call to Order—Frances Mary D'Andrea**

BANA Chairperson Frances Mary D'Andrea called the meeting to order at 11:00 a.m., Eastern Standard Time. The agenda was approved as distributed.

Members in attendance:

Frances Mary (FM) D'Andrea, American Foundation for the Blind (AFB),  
Chair

Mary Nelle McLennan, American Printing House for the Blind (APH),  
Vice Chair

Jennifer Dunnam, National Federation of the Blind (NFB), Secretary

Jackie Sheridan, National Braille Press (NBP)

Judith (Judy) Dixon, National Library Service for the Blind and  
Physically Handicapped, Library of Congress (NLS), Immediate Past  
Chair

Kim Charlson, American Council of the Blind (ACB)

Diane Wormsley, Association for Education and Rehabilitation of the  
Blind and Visually Impaired (AER)

Barbara Finkelstein, Associated Services for the Blind (ASB)

Dawn Gross, Alternate Text Production Center (ATPC)

Nancy Niebrugge, Braille Institute of America (BIA)

Kyle Key, Clovernook Center for the Blind and Visually Impaired  
(CCBVI)

Darleen Bogart, CNIB (Canadian National Institute for the Blind)

Stuart Wittenstein, Council of Schools and Services for the  
Blind (COSB)

Peggy Schuetz, California Transcribers and Educators of the Blind and  
Visually Impaired (CTEBVI)

Ruth Rozen, Hadley School for the Blind

Maryann Bartkowski, Horizons For The Blind

The following board representatives were not in attendance:

Diane Spence, National Braille Association (NBA)

Sue Reilly participated in her role as administrative assistant.

## **Welcome new representative**

Kyle Key, the new representative from Clovernook, was welcomed and briefly introduced himself. He manages Clovernook's transcribing department.

## **UEB Task Force update**

An email listserve has been set up for those who participated in the transition forum last fall. BANA's Unified English Braille (UEB) task force is working on setting up a wiki for easy sharing of documents or calendars. The task force is also gauging interest in holding another transition forum this fall.

To follow up on one of the ideas that emerged from the transition forum, support is being sought from the Department of Education's Office of Special Education Projects to help with sharing information and providing guidance to state departments of education about the implementation of UEB. Obtaining this type of policy piece is typically a lengthy process, but there is some recognition in the Department of Education that the transition is occurring, and RFPs coming out from the Department of education related to visual impairments will include language about UEB. A small group of leaders of university training programs, some of whom have received federal money, are working on a prospectus to give to the Department of Education seeking funding for training for university programs about UEB.

Many workshops and presentations on UEB are being planned by various organizations at their upcoming events, including NBA, AER, and CTEBVI. Hadley is working on a course which should be ready in the fall of this year. NLS is updating the certification courses as well as preparing materials so that existing transcribers can update their certifications; these materials should be ready for use by the beginning of 2015. The *Ashcroft Programmed Instruction in Braille: Unified English Braille* edition teacher preparation textbook is being updated and will be ready for fall courses.

More example documents in UEB are needed for posting to BANA's web site.

## **"ABCs of UEB" document**

A BRF of the draft document *The ABCs of UEB* written by Constance Risjord is currently being prepared for use in the board review.

The following motion was posted to BANA-L during the meeting:

**Kim Charlson moved and Mary Nelle McLennan seconded the motion that the BANA board approve *The ABCs of UEB* prepared by Connie Risjord (with resulting editorial changes from the review process) for posting on the BANA web site. The voting deadline is Monday, February 17.**

## **UEB Implementation**

We discussed the creation of a new "Actions and Opportunities" document with BANA presentations scheduled for 2014.

We also discussed possible preparation of an outline of dates when the various parts of the implementation plan are to occur. The variables across states and entities make it difficult to create a locked timeline for everyone. However, preparation of a global list, a sequence of steps or things to be considered without specific timelines could be done so that it need not be recreated by each entity. Some things would not be applicable for everyone. At the transition forum, participants were asked to estimate the amount of time each action would take.

## **Upcoming meetings**

Logistics for the spring meeting were discussed in general.

## **Web site update**

The BANA web site has been updated to a new platform that is much easier to maintain. Sandy Smith has done tremendous work on this update. If there are suggestions about modifications to web content, they should be emailed to Mary Nelle or sent to BANA-L.

## **Document reviews**

Diane Wormsley discussed the status of review of various documents. A process for Technical and Board Review was developed before the November 2013 meeting, and it was approved by the board. The process describes the difference between board review and technical review and discusses each.

The Early Literacy Materials Production documents are ready for Technical review, and the Research Committee will be meeting shortly to work on getting the process started.

The Knit and Crochet materials have gone through Board Review. Comments were due on December 2, and they are being collated. The Research Committee will work with the Crafts and Hobbies Committee to see what needs to be changed in the document prior to submitting it to the Publications Committee.

The meeting was adjourned at 12:20 PM EST.